

# Endcliffe Orchestra tea and coffee sign-up sheet

(any questions see Anne Leroux in the violas)

Date	Helpers
5th January	<b>Violas -</b>
12th January	<b>1<sup>st</sup> Violins -Jo Jarvis, Sarah Briggs</b>
19th January	<b>2<sup>nd</sup> Violins - Zoë and Jenny</b>
26th January	<b>Cellos and Basses-Jo and Helen M</b>
2nd February	<b>Flutes and Clarinets</b>
9th February	<b>Trumpets and trombones -</b>
Half term break	
23rd February	<b>Violas-</b>
2nd March	<b>1<sup>st</sup> Violins -</b>
9th March	<b>Sectionals - organise own refreshments</b>
16th March	<b>2<sup>nd</sup> Violins -</b>
23rd March	<b>Oboes and Bassoons</b>

## Here's what to do:

1. Check the box the week before your date to see if there is enough coffee, tea bags and sugar.
2. On the night bring milk, biscuits and any other supplies needed ( use money in the pot to reimburse expenses)
3. Put the boiler on approximately 10 minutes before the break, or before rehearsal starts.
4. 5 minutes before the break starts, leave the rehearsal to make a pot of tea and coffee. Put out the donations pot (this should be in the tea and coffee box). Also, set out the biscuits on plates and place them, with the milk and sugar, on a table in the room to the left of the kitchen (as you stand facing the hatch).
5. Encourage people to drink up and clear up 5 minutes before the end of break.

Remember to turn the boiler off.